

**ARTICLE 33**  
**POSITION DESCRIPTIONS AND CLASS SPECIFICATIONS**

**A. Position Descriptions.**

The duties, tasks, activities, and responsibilities of a position shall be those assigned by the Employer. All or substantially all of such duties shall be reduced to writing and reported on a position description form by the Employer. The position description form shall be regarded as the official position description for the position. As a convenience to the Employer, composite position descriptions may be similarly established by the Employer.

Except as may be specifically indicated to the contrary on the employee's official position description, or as otherwise provided in this Agreement, such position description shall not be interpreted to diminish or abridge, in any way, the Employer's right to assign an employee to different work sites, and different work locations, including non-State work locations, or to perform assigned duties under the direction and supervision of authorities other than the employee's own Appointing Authority.

Upon individual employee request, the Employer will provide an employee one (1) copy of the employee's official position description. When the Employer has made changes in an employee's position which are not reflected in the position description, the employee may complete a new position description.

**B. Class Specifications.**

In the event that any new or revised class specification which is developed as a direct and necessary result of a newly established qualification requirement which may prevent employees from continuing in their present positions, the Employer will meet with MSEA to discuss and review the impact of such requirement. Such conference shall be conducted in accordance with Article 19 of this Agreement, Labor-Management Meetings.

Upon individual employee request, the Employer will provide an employee with a copy of the Civil Service Class Specification for the classification and level to which the employee's position is allocated at the time of such individual request.

**C. Journeyperson Certification.**

The Employer agrees to accept, and to place in the individual employee's Agency personnel file, any certification(s) from any accredited school, apprenticeship program, or regulatory agency which signifies that the individual employee has satisfactorily completed all the requirements for such certification.

#### **D. Resolution of Classification Disputes.**

Resolution of disputes regarding the appropriate classification and level of a position shall be subject exclusively to the applicable Civil Service Procedure.

In any dispute between the Employer and an employee regarding the employee's appropriate classification, and upon individual employee request, the Employer will provide an employee with a copy of the Civil Service Class Specification for the classification and the level to which the employee's position is allocated at the time of such individual request.

#### **E. Working Out of Class.**

Working out of class is a prohibited subject of bargaining, and as such governed solely by civil service rules and regulations.